

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: OPERATIONS ANALYST (EL)
POSITION NUMBER:	00052599
LOCATION:	MARKETING-MIDDLE/NORTH GEORGIA
POSTING DATE:	DECEMBER 29, 2014
APPLICATION DEADLINE:	JANUARY 12, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	12
ENTRY SALARY:	COMMENSURATE WITH EXPERIENCE/EDUCATION

DESCRIPTION OF DUTIES: Applicant must reside in the middle or northern section of Georgia or be willing to relocate. Under general supervision, conducts audits and/or examinations of licensed warehouses, grain dealers, livestock auction markets, livestock dealers and certain unlicensed facilities, and individuals/companies making reports and remittances to various commodity commissions to ensure compliance with established laws, rules and regulations. Conducts special audits and/or investigations. Performs various administrative duties.

* NOTE: Must be able to lift 50 pounds and climb a 60 foot ladder. This position may require overnight travel.

MINIMUM QUALIFICATIONS:

Completion of 90 quarter (60 semester) hours of coursework from an accredited college or university OR Two years of related experience.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- State or Federal Regulatory experience;
- Experience performing audits;
- Computer skills including knowledge and experience with Microsoft Windows; and
- Working knowledge of the Department rules and regulations.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196; or
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

*Please indicate the position number or job title when applying. Applications/resumes received without a job title or position number will not be considered.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR AN INTERVIEW.

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.

AN EQUAL OPPORTUNITY EMPLOYER